



# Holmes Chapel Parish Council

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**1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ**

## TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Finance Committee and Parish Council on **Thursday 20 April 2017** at the Academy Suite, Holmes Chapel Community Centre at **7.00 p.m.**

## AGENDA

1. **Apologies** – To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
3. **Public Speaking** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting.
4. **Council Minutes** - To approve the minutes of the meeting held on 23 February 2017 (draft minutes circulated)
5. **Committee Minutes – to note the minutes of the committees which have met since the previous meeting.**
  - Strategy and Partnerships Committee held on 2 and 23 March 2017 (draft minutes circulated)
  - Amenities Committee held on 9 March 2017 (draft minutes circulated)
  - Technical Services Committee held on 16 March 2017 (draft minutes circulated)
  - To note the minutes from the Annual Parish Meeting held on 30 March 2017.
6. **Matters arising** – To receive a verbal report of matters arising from the above minutes
  - **CCTV visit** – arranged for the 26 April 2017 at 10am or 27 April 2017 at 7pm
  - **Planning Appeal APP/R0660/W/16/3162132** – Land to east of Manor Lane. The appeal is due to be heard on 25 July 2017. A submission will be prepared to be circulated.
  - **Planning Appeal APP/R0660/W/16/3164508** – Moss Nook, Brereton. The appeal has been withdrawn.
  - **CEC Local Plan, s.106 and CIL documents** – Submissions have been made to Cheshire East Council.
  - **Planning Application 16/3724C Victoria Mills** – is due to be heard at Southern Planning Committee on 31 May 2017.
7. **Skate park construction** – to receive a report from the Clerk on completion of the park and the formal open day. See Appendix 1.

8. **Council and Committee structure** - to receive a report from Cllr Bath on suggestions to revise the Committee structure for the Council to be adopted for the start of the 2017-18 Civic Year and to **resolve** to adopt the changes. See Appendix 2.
9. **Sanofi Aventis** – to receive a report on future development at the site from Cllr Bath and Ranger and note its content. See Appendix 3.
10. **Holmes Chapel Community Centre** - to receive a verbal report on the JLMC held on 19 April 2017 and the proposals for upgrading the car park and other sports facilities.
11. **Civic Service** - to confirm the service will be held on 25 June 2017 and for Cllr Cotton to remind members' of the format.
12. **Vic Club Fair** – to **resolve** to share a stall at the Vic Club Fair being held on 16 July 2017 with the Holmes Chapel Partnership to promote the Neighbourhood Plan and ongoing projects the Parish Council is proposing.
13. **Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.
14. **Finance:**
  - 14.1 **Accounts for payment** – To **approve** the following payments as detailed in the schedule attached at Appendix 4.
  - 14.2 **Bank reconciliation** - to note the year end reconciliation and balance. See separate attachments.
  - 14.3 **Year end accounts** - to **approve** the recommendation from Finance Committee to sign the Governance Statement followed by the Annual return for the 2016-17 accounts and submit to the auditor. See separate attachments.
  - 14.4 **Asset Register** – to **approve** the updated Asset Register to take into account the skate park and memorial bench. See separate attachment.
  - 14.5 **Capital projects** – **approve** capital projects to undertake in 2017/18 according to the sum of £73,492 allocated. See Appendix 5
  - 14.6 **CCLA Deposit Fund** – to **approve** further investment of £30,000 with the Deposit Fund
15. **Chairman and Clerk's reports** – To receive reports:
  - **Report on final meeting of the civic year** - the chairman will remind members of the voting procedure for the Chairman and Vice-Chairman for the next Civic Year. See separate attachment.
16. **Future Agenda items.**
17. **Public speaking.**

## Part II

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

18. **Swimming Pool Feasibility Study** - to receive a report from Cllr S Ranger on the feasibility study commissioned by the Friends of Holmes Chapel Community Centre.

**19. Neighbourhood Plan** – to confirm the status of the plan due to be adopted by Cheshire East Council on 18 April, and to **approve** the recommendation from the Neighbourhood Plan Steering Group to create a Parish Council sub-committee to work on issues arising from the plan. Cllr Bath to report.

**Nicola Clarke**  
**Clerk of the Council**  
**12 April 2017**

## Appendix 1

### Skate park

Work began on the skate park construction on 13 March 2017 by Canvas was signed off on 31 March 2017. A formal opening is being arranged for 6 May 2017 in conjunction with ES&R, Holmes Chapel Partnership and the Parish Council. Invitations have been issued by the Partnership.

The Parish Council is grateful for the assistance of Steve Parkinson in monitoring work and providing health and safety support throughout the build.

The build proved challenging due to wet weather conditions and the site situated at the lowest level of the field which caused flooding. Additional work had to take place to raise the level of the skate park to prevent any future flooding. However, in the long term the consideration will have to be given on drainage.

The project has come in on budget. The Parish Council agreed to pay for a pathway to be constructed linking to the existing path on the perimeter of the site at an additional cost and this was tagged onto the construction period. Concrete seating cubes, a bin and sign were also additional items paid for as part of the contract with either HCP or the Parish Council.

The skate park will be added to the council Asset Register and public liability insurance has been taken up at an additional £107 for the remainder of the year. A 2.5% retention is being held for 12 months' so we are able to contact the contractor should the need arise.

#### Issues arising from the build:

- Drainage problems in the area. Consideration needs to be given on how to address these in the long term. In the short term it has been suggested that some planting takes place in the corner for small trees to soak up excess water. A trench has been dug by Cllr Street to move the standing water.
- Landscaping – this has still to be dealt with although the Clerk has commissioned Street and Son to drill and seed grass on the area the temporary track way was sited. The mounds on either end of the skate park need further consideration.
- Security – during the first weekend the site was open, youths were seen on the skate park in the evening whilst the HCCC was closed. They had climbed through fencing near the railway bridge. This has been temporarily mended and breached again but long term plans need to be agreed.
- The Clerk with agreement of the Chairman has ordered a lockable pedestrian access gate to be built and inserted into one of the fence panels near the entrance to the site.

N Clarke

## Appendix 2

### Proposed revised committee structure

Councillors would be expected to serve on two committees. On each committee Councillors would take on specific roles to report on progress in their defined area. It does not mean they are responsible for actions in that area or that they carry out work in that area (although they may with agreement) but that they keep a watching brief on any activities so the committee can be kept informed. This is done already in a few areas and with projects but to be effective would require Councillors to take on more than one area of interest – probably one on each committee they attend.

### **Strategy and Finance – meets monthly**

Main business would be short/medium and long term strategic management of all council responsibilities providing reports and recommendations to the full council. Work would include receiving a report from the Strategic Planning subcommittee, a review of finances, progress with spend on projects, a review of staff/member training and Council attendances, a review of outside body liaison, a review of and plans for communication to residents and other bodies. Reports provided from responsible Cllrs elected at first meeting when committee would elect Chairman, Finance Member, CHALC Reps, Holmes Chapel Partnership Rep, Health Rep and Transport Rep

Strategic planning – subcommittee(Cllr 1 and 2 plus at least 2 other Cllrs and 2+ lay members) – meets monthly (See separate paper)

- Neighbourhood Plan monitoring
- CEC Local Plan and government legislation monitoring
- All planning applications for new house and any appeals
- Forward planning for development
- S106/CIL monitoring

Planning applications – extensions etc.

Finance

- Project allocation and budgeting (Clerk and FM)
- PC budget (Clerk and FM)
- Finance Issues (Clerk and FM)
- Grants and Donations (Clerk)

Staff and Councillor training (Clerk)

Governance and Policy– documentation verification and Risk Management, Community Resilience Plan and Quality Council issues (Clerk and Cllr 3)

Outside Bodies liaison in conjunction with Cllrs reps on other committees for strategic planning – police, health, schools, HC Partnership, CHALC (Cllr 4 and 5)

Communication – web site, social media, etc. (Cllr 6)

*NOTE: 'Cllr 1 etc..' refer to members of this committee*

## Amenities – meets monthly

Main business would be tactical everyday management providing a report from the HC Community Centre sub Committee, a review of the Dane Meadow Park, a review of all play areas and leisure facilities, a review of green spaces, footpaths, benches, trees, a review of the Conservation Area. The aim is to deal with any maintenance issues and to consider any active or planned projects.

Reports provided from responsible Cllrs elected at first meeting when committee would elect Chairman. Committee would also elect HCCC reps for the JM&LC (2) and Leisure Centre reps,

Community Centre – subcommittee (site management and maintenance)(Clerk & Cllr 1 and 2) – meets monthly (JM&LC meets quarterly)

Planning applications – extensions etc.

Public transport

- Rail
- Buses
- Station

Leisure & Recreation

- Leisure Centre(Clerk & Cllr 1 and 2)
- Play Areas
- Cranage Playing Fields
- Youth Facilities
- Dane Meadow Park including Friends of Dane Meadow (Cllr 3)
- Play Areas and Cranage Football pitches (Cllr 1)

Village Infrastructure

- Shops & business
- Churches
- All local organisations, e.g. Scouts/Guides, U3A, etc. (full list on HCP website)

Green and Open Spaces and Trees (Cllr 3)

Footpaths (Cllr 5)

Benches (Cllr 3)

Conservation Area maintenance (Cllr 4)

*NOTE: 'Cllr 1 etc.' refer to members of this committee*

## **Office and Village Infrastructure – meets monthly**

Main business is to review office working, a review all highways issues including HGV routes, traffic speed monitoring work, a review of street and highway maintenance including planting, lengthsman duties and Village Volunteers, to plan and manage the village garden competition, organise Christmas lights, a review of any police and CCTV issues. The aim is to deal with any maintenance issues and to consider any active or planned projects.

Reports provided from responsible Cllrs elected at first meeting. Also elect Village Volunteer rep, Police rep, Public transport rep, Garden Comp reps,

Planning applications – extensions etc.

Office maintenance (NC)

Office equipment maintenance (NC)

Health and social services (Clerk & Cllr)

Education – primary and secondary schools (Clerk & Cllrs)

Highways(Clerk &Cllr 1)

- Road Safety;
- Street lighting owned by CEC;
- Lighting owned by PC;
- Highway programmes and improvements proposed and planned;
- Traffic problems including HGV movement;
- Pedestrian issues;
- Complaints and repairs;
- M6 liaison with Highways England;
- Street Cleaning;
- Street Naming;
- Street signage;
- SIDs and Speedwatch (Cllr 2 and 3);
- Parking (Cllr 4).

General Maintenance

- Planted Areas, Planters and Village Volunteers (Cllr 5);
- Lengthsman (NC and Cllr 1);
- Roadside Grass maintenance (NC and Cllr 1);
- Litter and cleanliness.

Garden Competition (Cllr 6)

Christmas lights and Christmas tree organisation (Cllr 1 and 2)

Police and PCSO (Cllr 2)

CCTV (Cllr 2)

*NOTE: 'Cllr 1 etc..' refer to members of this committee*

## Appendix 3

### **Thursday 16 March 2017 at 10:30am**

Present:

Jonathan Cooil	Sanofi	Head of Engineering
Katrina Morphet		Brereton Parish Council
Brian Bath		Holmes Chapel Parish Council
Steve Ranger		Holmes Chapel Parish Council
Tom Evans		CEC Planning
Philip Kerr		CEC Skills and Regeneration
Chris Bradshaw/Connor	Valleley	HOW Planning

1. JC gave a presentation on the current and possible future development of the Sanofi site.
2. He stated that many of the products produced at the site are not seen as central to the future products within the Sanofi portfolio. Sanofi intend to focus on biological products, e.g. individually targeted drugs. There are many other global companies who already provide the same or similar products. About 50% of the current products produced on site are 3<sup>rd</sup> party branded supplies.
3. Further to the letter previously sent to the Parish Council, JC advised that they had received a lot of interest from companies interested in taking over the operation of the site facilities. These companies have been asked to produce business plans which show how much investment they are prepared to make in the site and how they will use the site for the foreseeable future in the products of the current and possible future products. Sanofi have stated that unless potential buyers propose a viable business plan that ensures the future of the site they will not sell!
4. There are already a number of approved planning applications for the existing site to extend the current buildings with new facilities and to provide desperately needed car parking.
5. Current number of employees is about 500 and their prediction is that with the possible expansions mentioned above, this could rise to 1,000 by 2025?. They are currently surveying staff on where they live and how they travel to/from the site. They will be willing to share this information with us in due course. They understand that only about 7% of existing staff live in Holmes Chapel.
6. They hope/expect the Strategic Review of the future operation of the site to be completed later this year and implied that they will have by then made a shortlist of potential purchasers of the site operations. This would mean the transfer of all existing staff to a new company in due course and staff have been informed of what is happening.
7. HOW Planning/Connor gave a short presentation on possible future extensions of the site that they have been asked to prepare. They are based on the use of the two fields shown on the diagram below that Sanofi own and are immediately south of the current site boundary. These fields are currently rented out for grazing and are some 13 hectares in size.
8. Potentially, a new entrance would be created onto London Road, with an emergency only exit onto Mill Lane and would double the size of the site.
9. All the usual pre-application surveys are currently being conducted and Sanofi are prepared to share these with Brereton & HC parish councils in due course for comment.
10. Sanofi are looking into the 'Sainsburys' site for re-purchase for possible future expansion but have made no approach yet to Sainsburys. This would be in addition to their proposed expansion on the two fields mentioned above
11. We raised a number of points for consideration and information.
  - a. With Neighbourhood Plans now agreed for Brereton and Holmes Chapel we now have a greater level of say in all future development. With the CEC Local Plan being completed this summer it will add a great deal of emphasis to all future planning.
  - b. TE (CEC) agreed that with the expected future level of development in Local Service Centres and Rural areas combined up to 2030 being 16 hectares, this expansion would be a significant factor in this requirement being met.
  - c. The issues of development impacting on Jodrell Bank Observatory (JBO) were mentioned and they confirmed that all new development would be insulated to prevent interference with JBO as with current development.
  - d. HC Neighbourhood Plan makes mention of a possible future relief road around the southern side of the village. CEC Strategic Highways now have this on their radar but it may be some years before a business case is established. In the meanwhile it is important that we ensure as far as possible that potential routes

are looked at when further development is being considered. HCPC (in conjunction with BPC) will be looking into this in more detail in the coming months.

- e. There are other areas of infrastructure in HC which will also need enhancing in coming years with the current planned growth of housing (noted in the NP). So any infrastructure requirements generated by expansion of the Sanofi site will be of great interest.

**Brian Bath & Steve Ranger**  
**Holmes Chapel Parish Councillors**  
**19 March 2017**

## Appendix 4

### **Schedule of Payments: February 17<sup>th</sup> – March 31<sup>st</sup> 2017**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
09/03/2017	Scottish Power	16195	38.11	Church Lighting Feb 2017
09/03/2017	Scottish Power	16196	53.07	Electricity Office Feb 2017
22/02/2017	George Cox & Sons	16197	7,492.54	Dane Meadow Retention
22/02/2017	Alan Bethell	16198	180.00	Tree Work HCCC
22/02/2017	Office Depot	16199	60.52	Stationery for N-Plan
22/02/2017	Standard Life	16200	125.00	Pension AVC Feb2017
22/02/2017	Mr D Savage	16201	230.00	Repayment of Expenses
22/02/2017	Tozer Gallagher LLP	16202	2,707.43	Dane Meadow Completion
28/02/2017	Salaries Feb2017	16203	2,003.95	Salaries Feb2017
09/03/2017	Scottish Power	16204	38.11	Church Lighting March 2017
09/03/2017	Scottish Power	16205	53.07	Electricity Office March17
09/03/2017	BT Payment Services	16206	156.96	Phone & Internet Feb2017
10/03/2017	CHALC	16207	100.00	Training Session
10/03/2017	Fountainhead Horticultural	16208	722.10	Plants Watering 2016
10/03/2017	Mr B Bath	16209	65.15	Refund for expenses
10/03/2017	R S Cussons	16210	159.39	Insurance 1 Church Walk 16/17
10/03/2017	South Cheshire Print	16211	278.40	N Plan printing
10/03/2017	CBJ Digital	16212	60.48	E.mail annual fee
10/03/2017	Cheshire Pension Fund	16213	480.88	Pension contribution Feb2017
10/03/2017	Cheshire East Council	16214	47.58	Sign for Dane Meadow
10/03/2017	United Utility	16215	45.90	Water 1 Church Walk Nov-Feb17
13/03/2017	Cheshire East Council	16216	97.50	Discharge of Planning Conds
15/03/2017	Mrs S Mckay	16217	27.65	Expenses Feb/March '17
15/03/2017	P Capps Village Mag	16218	75.00	March Issue N-Plan
15/03/2017	P Capps Village Mag	16219	75.00	March Newsletter
22/03/2017	Broxap Ltd	16220	203.94	Litter Bin for Skatepark
22/03/2017	Cheshire Pension	16221	480.88	Pension March 2017
22/03/2017	Standard Life	16222	125.00	Pension AVC March 2017
22/03/2017	Autotrack Portable Roadway	16223	5,137.20	Hire of Roadway Panels
22/03/2017	Flowercraft	16224	20.00	N-Plan Volunteer Gifts
22/03/2017	Mrs N L Clarke	16225	93.10	Expenses March 2017
22/03/2017	CHALC	16226	45.00	Audit Training S McKay
22/03/2017	Mr D Monks	16227	30.00	Winter Bedding Plants
22/03/2017	Canvas Spaces Ltd	16228	31,575.66	Construction of Skatepark
22/03/2017	HM Revenues & Customs	16229	1,282.38	Tax & NI 4th Quarter 2016/17
28/03/2017	Everybody S&R	16230	165.00	Refreshments for Meeting
28/03/2017	Weaver Business Machines	16231	91.56	Photocopier for 4th quarter
28/03/2017	Williams Design & Print	16232	90.00	Defibrillator signs
28/03/2017	Williams Design & Print	16233	71.64	Speedwatch Hi-Viz vests
28/03/2017	H Cooper Glass Engravers	16234	69.50	H Cooper Glass Engravers
30/03/2017	R S Cussons	16235	937.50	Rent 1 Church Walk 4th Qtr
31/03/2017	Salaries	16236	2,003.95	Staff salaries March 2017
31/03/2017	Unity Trust Bank	16237	18.00	Service Charge 4th Qtr

**Total Payments 58,175.54**

## Payments (not previously minuted)

24/08/2016	British Telecom	16073	120.57	Phone&Internet for July 2016
24/08/2016	CBJ Digital	16074	30.00	Website update
24/08/2016	John Robertson	16075	420.72	Memorial Bench (parkway)
24/08/2016	CVS Cheshire East	16076	192.00	Payroll Services 2016/17
24/08/2016	Morreys	16077	6.66	Bird Seed Dane Meadow

## Receipts: February 17<sup>th</sup> – March 31<sup>st</sup> 2017

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
02/03/2017	Public Sector Deposit Fund	R1623	Interest for Feb2017	4.66
31/03/2017	Unity Trust Bank	R1624	Interest 4th Quarter 16/17	10.38

**Total Receipts 15.04**

## Receipts (not previously minuted)

21/12/2017	Holmes Chapel Partnership	R1618	Planning App, Skatepark	97.50
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## Appendix 5

Earmarked Funds Related to 5 Year Plan 2017/18

Revised 11 April 2017

PROJECTS and COMMITMENTS	Cost	Spent to Date	Grant Funding or Loan	2017/18 Budget	Budget			
					2018/19	2019/20	2020/21	2021/22
Additions to Capital Reserves	100,000.00				12,000.00	20,000.00	20,000.00	20,000.00
HCCC Skatepark Path (31)	5,000.00			5,000.00				
HCCC Car Parks (7)	100,000.00		50,000.00	50,000.00				
HCCC Boilers (36)	10,000.00			10,000.00				
HCCC Conservatory roof (37)	8,000.00				8,000.00			
Bus Stop Seats (23)	2,000.00			2,000.00				
River Croco Path (4)	39,919.00	15,000.00	7,258.00	5,245.00		12,426.00		
Improved signage for Cons Area (25)	5,000.00				5,000.00			
Extend Christmas Lights (15)	5,000.00			5,000.00				
Upgrade path near Library (36)	5,000.00				5,000.00			
Play Area Strathmore Close (11)	60,000.00		45,000.00			15,000.00		
Picton Square improvements (21)	25,000.00		10,000.00				15,000.00	
Chester Rd/Brookfield Dr (16)	10,000.00							10,000.00
Church Walk (27)	25,000.00		15,000.00			10,000.00		
<b>Capital Expenditure</b>	<b>399,919.00</b>	<b>15,000.00</b>	<b>57,258.00</b>	<b>77,245.00</b>	<b>30,000.00</b>	<b>57,426.00</b>	<b>35,000.00</b>	<b>30,000.00</b>
<b>Council Capital Funds</b>								
	Capital Additions (budget decision each year)			33,000.00	38,000.00	40,000.00	40,000.00	40,000.00
	Capital brought forward			40,492.00	-3,753.00	4,247.00	-13,179.00	-8,179.00
	Less Capital Expenditure as above			77,245.00	30,000.00	57,426.00	35,000.00	30,000.00
	Capital Balance			-3,753.00	4,247.00	-13,179.00	-8,179.00	1,821.00
<b>Council Revenue Reserves</b>								
	Revenue Reserves brought forward			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
	Capital Reserves brought forward				12,000.00	32,000.00	52,000.00	72,000.00